

**Iowa Department of Education**  
**Bureau of Nutrition and Health Services**  
**State Review Summary Report**  
**Mental Health Institute-Cherokee (11529611)**  
**On-site Review Dates: May 23-24, 2017**

**Program Year:** 2017  
**Month of Review:** April  
**Lead Reviewer:** Deann Murphy  
**Org Representative(s):** Denise Green

**Site - Level Findings: Mental Health Institute (9611)**

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
400 - Meal Components and Quantities - Breakfast	V-0400	Ward staff allow students to serve themselves. Students must ask for milk, juice, fruit as it is kept in the refrigerator. SFA has a waiver to provide "Serve only" meals, but not all students took everything on the menu.	The SFA will state how they intend to ensure that all students are served the entire breakfast meal daily.	
400 - Meal Components and Quantities - Lunch	V-0400	There are no CN/PFS labels available for the Hamburger Patty so the M/MA component contribution cannot be figured for these meals. The SFA did not plan adequate grains into the menu on Wednesday or Thursday of the review week. The bread they are using does not provide a full oz. eq., making them short on grains both days.	1). The SFA will submit the CN/PFS label for the hamburger patty they will be using. 2). The SFA will state how they plan to provide 2 oz. eq. grains when wheat bread is on the menu. If a different bread is going to be used, please submit the label showing that it provides at least 28 g (1 oz. eq.).	

**Org - Level Findings**

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
700 - Resource Management	V-0700	The SFA does not have a written Code of Conduct nor a Procurement Plan.	The SFA will submit their written Code of Conduct AND their projected Procurement Plan for SY2017-18 to the State Agency.	
800 - Civil Rights	V-0800	2 students received diet modifications that do not meet the USDA meal pattern requirements and did not have a documented disability.	The SFA will describe how they intend to accommodate diet modifications when a meal pattern change is needed.	
800 - Civil Rights	V-0800	Civil rights training provided only covered the non-discrimination statement so was not adequate and was not provided to all staff involved in the NSLP/SBP. All staff involved in the program must receive Child Nutrition Civil Rights training annually.	Please state how and when you plan to provide appropriate Child Nutrition Civil Rights training annually to all staff involved in the NSLP/SBP. Also include in your response what curriculum you will be using.	
1000 - Local School Wellness Policy	V-1000	The SFA has not made their Local Wellness Policy or the assessment of policy goals available to the public.	The SFA will state how and when they intend to make their Local Wellness Policy and the assessment of policy goals available to the public. If the SFA plans to put this in their student intake packet, please attach a copy of the packet with the Wellness Policy and	

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			Assessment included.	
1200 - Professional Standards	V-1200	Ward staff and Authorized Rep have not had their required 4 hours Professional Standards training yet this year.	Please describe your plan as to how and when you plan to train ward staff and Authorized Rep on appropriate Child Nutrition topics. Each staff person needs 4 hours annually which includes one hour Civil Rights training. Training year is July 1 - June 30.	
1400 - Food Safety	V-1400	The SFA does not have SOPs in their HACCP manual for dietary and ward staff to follow.	The SFA will develop a HACCP manual with appropriate SOPs. They will submit 5 SOPs included in their manual to the State Agency.	

**Org - Level Technical Assistance**

Area	Question	Comments
300 - Meal Counting and Claiming	303 How often are cashiers and substitute cashiers trained on the meal counting and claiming system (including the backup system)?	Recommend training all new ward staff when they start, annually and prn that they need to mark the POS roster as the student is served a reimbursable meal so that student meals don't get missed and meal reimbursement can be given. Recommend staff keep POS roster in the Dining Room with them during meal time.
700 - Resource Management		Much Procurement TA given to the FSD to help her create her Procurement Plan and Code of Conduct. The Procurement Plan needs to be reviewed and updated annually.
800 - Civil Rights	805 How are students with special dietary needs accommodated?	The State Agency Diet Modification form was e-mailed to the FSD. Both she and the Consulting RD were given instructions on it. If the SFA needs to make a meal pattern change, this form needs to show that the student has a disability in order for the meal to be reimbursable.
800 - Civil Rights	806 a. When was the SFA's most recent civil rights training for staff who interact with program applicants or participants (i.e., cafeteria staff, F/R application approval staff) and their supervisors?	Discussed with the FSD where to find appropriate child nutrition Civil Rights training on IowaCNP under Download Forms. All staff involved in the NSLP/SBP must have this training annually.
1000 - Local School Wellness Policy	1005 Obtain a copy of the most recent assessment on the implementation of the Local School Wellness Policy.	The SFA should date the assessment of their Local Wellness Policy.
1400 - Food Safety	1400 a. Does the written food safety plan contain the required elements? If NO, identify which elements are missing.	The FSD was sent a link to the Iowa State Extension website where she can find many of the SOPs she needs for her HACCP manual. Also, a link to a DE webinar discussing HACCP was e-mailed to the FSD so she knows what is required.
1600 - School Breakfast and SFSP Outreach	1602 For each question on the Off-Site Assessment Tool (Questions 1600-1601), do the responses provided demonstrate compliance with FNS requirements? If NO, explain.	Summer meals flier should be included in discharge information to all students so they know where local free meals can be found during the summer months.

**Site - Level Technical Assistance Mental Health Institute (9611)**

Area	Question	Comments
300 - Meal Counting and Claiming - Lunch	325 b. Were the counts by category correctly used in the Claim for Reimbursement?	Recommend having the claim preparer enter the manual POS roster into an Excel Spreadsheet (or similar) to decrease risk of human error when counting meals for reimbursement.

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400 - Meal Components and Quantities - Breakfast	401 Did all meals observed and counted for reimbursement for the day of review contain all of the required meal components?	Consulting RD and ward staff educated on USDA regulations when using the Serve Only option for the SBP. All students must take all items and portions on the menu in order to make a reimbursable meal.
400 - Meal Components and Quantities - Breakfast	403 a. Was fluid milk available in at least the two required varieties throughout the serving period on all meal service lines?	Ward staff and consultant RD were educated that students must be offered their choice of 2 kinds of milk at breakfast daily.
1400 - Food Safety	1404 Is the most recent food safety inspection report posted in a publicly visible location? If NO, explain.	The latest food safety inspection needs to be posted in a public place.
1400 - Food Safety	1409 a. Did any review of products indicate violations of the Buy American provision in 7 CFR 210.21(d) either during review of products on-site at reviewed schools or at off-site storage facilities as applicable? If yes, proceed to b, if no proceed to next question.	All possible food used for the NSLP/SBP needs to come from the United States of America. Exceptions to this include mandarin oranges, pineapple, tropical fruit, bananas. If a vendor sends products from other countries which are being paid for by federal NSLP/SBP funds, they need to be returned and replaced with a Buy American product. The "Buy American" clause needs to be included in all bid specifications.
Dietary Specifications Assessment Tool - Lunch	1 Are specifications considered when purchasing menu items and condiments to limit the following?	Trans fats found in the block margarine. All foods provided in NSLP/SBP meals must be trans fat free.

**Org - Level Commendations**

Description
Both the Authorized Representative and the FSD were extremely helpful in submitting documentation in a timely manner in order to complete both this review and the menu certification process completed earlier in May.
Federal and state money received for reimbursable meals seems to be spent appropriately on food items needed for the NSLP/SBP.
Fiscal action for this review is under the USDA disregard so no claim adjustments will be needed.
The SFA has a completed Local Wellness Policy that contains all the required areas and they have completed an assessment of the Policy goals.
The SFA keeps their records the required 3 years + the current year.
The Verification Report was completed accurately. Verification is not required as the RCCI does not admit any Day Students.
There were no certification and benefit issuance errors found for the Review Month. Student meals co-insided with their dates/times in attendance at the RCCI.

**Site - Level Commendations Mental Health Institute (9611)**

Description
NSLP/SBP menus are MUCH improved from the on-site reviews conducted in SY2015-16.
Students are offered an entrée choice Monday-Friday each week.
Students on the ward have access to free water with 2 workable drinking fountains.
The And Justice For All sign is hung on the ward for students and staff to read.

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The FSD provides regular monthly training to nutrition staff on topics including the school lunch program, food safety and sanitation.
There are no competitive foods on-site. All students receive all meals free.
There are temperature records available for all refrigerators, freezers, food storage and dish machine. Food temperature records are also available. Food storage areas are well organized with food stored at least 6 inches off the floor.
There is signage on the ward describing what a balanced meal is.
There was no discrimination observed during the on-site review.